



Capital Planning Committee

Capital Plan for FY2021 (July 1, 2020 – June 30, 2021)
5-Year Plan for FY2021 – FY2025

Date: Thursday, January 2, 2020

Time: 5pm-7pm

Location: Town Manager's Conference Room, Arlington Town Hall Annex, 730 Mass Ave.

Minutes

Attendance: Joseph Barr,
Ida Cody,
Charlie Foskett
Phyllis Marshall,
Michael Mason,
Chris Moore,
Angela Olszewski,
Sandy Pooler,
Brian Rehrig (by phone),
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: Stephen Andrew, Advisor,
Michael Mason.

Meeting Opened: Mr. Yontar called the meeting to order at 5:05pm. The minutes of the meeting of December 19, 2019 were reviewed and unanimously approved (moved by Mr. Moore, seconded by Mr. Foskett) with one change that Mr. Foskett was not part of the Subcommittee that reviewed the draft Capital Plan and made adjustments to bring the plan into balance.

Meeting Schedule: The Committee reviewed the upcoming meeting schedule, including the presentation to the Finance Committee. Mr. Yontar clarified that the Feb. 26, 2020 date is not a meeting, but rather a deadline to submit the presentation to the Finance Committee one week in advance.

Review of Draft Five-Year Plan: The Committee spent the majority of the meeting reviewing the proposed five-year plan that the Subcommittee had developed, particularly the "5% Sheet" that shows the overall plan revenues and expenditures over the five year

period and indicates how this fits within the available capital funding. This represents the adjustments made to the Subcommittee to bring the plan into balance, which are detailed in the notes contained in the last two pages of the packet distributed at the meeting.

During the discussion, a number of key points were covered:

- The additional proposed contributions from the Recreation Enterprise Fund will not require an increase in Recreation fees.
- The plan to reduce the cost of the Arlington High School (AHS) project will not have any immediate impact on the Capital Plan, although it is possible that elements that were eliminated from AHS plan might eventually come back for funding from the Capital Plan (e.g., the ramp connecting AHS to the Minuteman Bikeway).
- The balanced plan does not impact funding for playground projects, but this may not be possible in future years.
- Mr. Pooler indicated that he has spoken to the Department of Health and Human Services (HHS) about the plan for the Veterans' Memorial Honor Roll, and HHS has indicated that they will spend the \$40,000 in capital funds that is currently available on immediate repairs to the existing site.
- Ms. Marshall clarified that the unused exempt funding from the Thompson Elementary School expansion project can be spent on another exempt project, such as AHS (or can be used to pay down the debt for the original project).
- The Committee discussed how to treat the \$200,000/year from the 2019 property tax override that was allocated to accessibility improvement, in relationship to the 2011 override funding that was designated for roadway improvements and which increases at a rate of 2.5%/year. After discussing various options, the Committee decided that the Town Manager should provide additional guidance on how he would like to handle these funds, and whether the 2019 override funds should similarly increase at a rate of 2.5%/year.
- The Committee also held a significant discussion of future roadway and sidewalk repair needs, since the balanced plan does not increase roadway repair funding to the level requested by the Department of Public Works, and does not meet their consultant's recommendations for ensuring that the condition of the town's roadways does not further deteriorate over time. Although this plan does not fully address this issue, the Committee generally felt that this is an issue that should be more directly addressed in future plans and should potentially be considered as a higher priority for the use of debt capacity that is created as the debt payments from prior school construction projects begin to decrease. Mr. Foskett reminded the Committee that a strategic decision was made several years ago to focus on improving the condition of school buildings, and perhaps a similar focus is now needed on the condition of streets and sidewalks now that the condition of most of the school buildings have been addressed (other than the Ottoson Middle School).

In general the Committee felt that there will be an increasing need for ranking and prioritizing projects, since it is becoming more clear that the available capital funding will not be able to cover the full list of requests. The Committee unanimously approved a motion to create a ranking and rating subcommittee of Chris Moore and Angela Olszewski,

and Julie Wayman to work on creating a process for prioritizing projects (moved by Mr. Moore, seconded by Mr. Foskett).

Following the discussion, the Committee unanimously approved a motion to approve the proposed Capital Plan and forward it to the Town Manager for his review (moved by Mr. Foskett, approved by Mr. Barr).

Meeting Adjournment: The meeting adjourned unanimously at 6:20pm (moved by Mr. Moore, seconded by Mr. Pooler).